

# **RATING/SELECTION BOARD MEMBER STATEMENT**

REQUISITION # \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_

\_\_\_\_\_  
(COMPETITIVE CERTIFICATE POSITION TITLE)

\_\_\_\_\_  
(PAY PLAN/SERIES/GRADE)

## **NOTICE TO RATING/SELECTION BOARD MEMBERS**

Rating/Selection Board Members and Selecting Officials are prohibited from:

- ◆ Divulging directly or indirectly any information concerning an applicant's rating.
- ◆ Discussing rating schedules or individual or group rating with persons not officially designated as members of the Selection/Rating Board. Board members are cautioned against discussions with other board members regarding the candidates outside the physical confines of the Board.
- ◆ Participation directly or indirectly in the evaluation/selection of a relative by blood or marriage or anyone in his/her immediate family or household who is a competitor, or participation in the evaluation of qualifications for persons in the line of supervision above the position which the board member occupies.
- ◆ Divulging any information concerning interview material or answers to questions.
- ◆ Divulging any information concerning the board's recommendations prior to final approval by the selecting official.

You should maintain sufficient documentation regarding your selection procedures to respond to official complaints (i.e. EEO, Union, Administrative Grievances, etc.)

I certify that I have read and understand the merit promotion guidelines, pertinent instructions, and have received training that relates to the merit promotion process. I understand that I represent the command in upholding the merit promotion and EEO principles. I acknowledge that information contained in the selection file is subject to review by third parties and that I may be subject to disciplinary action for violation of the prohibited disclosures or circumvention of regulations relating to EEO or merit promotion.

### **RATING/SELECTION BOARD MEMBERS**

\_\_\_\_\_  
(NAME/TITLE/GRADE)

\_\_\_\_\_  
(NAME/TITLE/GRADE)

\_\_\_\_\_  
(NAME/TITLE/GRADE)

### **SELECTING OFFICIAL**

\_\_\_\_\_  
(NAME/TITLE/GRADE)

\_\_\_\_\_  
(EEO REPRESENTATIVE)